

Sunflowers – Policies & Procedures

Admissions Policy

It is our policy to offer childcare spaces for all children.

All new admissions to Sunflowers Day Nursery will be dealt with on an individual basis to ensure that the unique needs of all children and their parents / guardians can be met. At Sunflowers, we respect cultural differences and always strive to meet the individual needs of each child and their family. Whenever possible, we aim to provide a personalised care and education experience to meet the unique needs of each child and their family taking into consideration gender, race, colour, nationality, ethnic origin and religion. All children are welcome at Sunflowers Day Nursery. We believe that every child, whatever their educational needs should have an equal right to access pre-school education.

Every effort will be made to admit children with special educational needs providing that child's needs can be met within the nursery.

We offer early years care and education to babies and children from 3 months – 5 years.

Children can start at Sunflowers when they are 3 months old they can continue to come to the nursery until they leave the Early Years Foundation Stage of their education. We can offer ½ day sessions or wrap around care for children who have just started school on a part time basis until they start school on a full time basis or until their 5th birthday – which ever comes first. We may also be able to provide holiday care for your child while they are in the reception class at school and still within the Early Years Foundation Stage. When your child starts school we will communicate with their new school and arrange to provide any necessary documentation for the transition.

We also provide School Holiday care for children up to school year seven (age limit discussed on an individual basis).

If we have a waiting list for spaces within the nursery the following will be taken into consideration:

Priority for the allocation of available nursery places will be in the following order:

1. Children who are already attending the nursery and requiring extra sessions.
2. Children who have siblings or relatives attending the nursery.
3. Children who require full time sessions.
4. Children who require full daily sessions or multiples thereof.
5. Children who require part day sessions.

The admissions procedure is as follows:

1. The parent / guardian will make an initial enquiry to the nursery.
2. The parent / guardian will be invited to visit Sunflowers with their child / children at 6.15 on an evening. This is after hours so that it doesn't interfere with the childrens day at nursery. At this stage a preliminary assessment of childcare needs will be made, this will also ensure that parental wishes and preferences are taken into account when planning the delivery of childcare.
3. The Parent / Guardian will visit the Nursery and will be shown around and their needs will be discussed. The family will be provided with a Nursery Information Pack which will contain an Initial Interest Form, pricing information, nursery details and a frequently asked questions sheet. The Parent /Guardian will be asked to return the Initial interest form to secure a space at Nursery. Details of the space will be discussed with the family. It is our policy to offer free trial sessions to the child to ensure a smooth transition.
4. The Nursery Manager / Deputy Manager will discuss availability and the best way of offering some trial sessions. Trial sessions are important to enable the family to make sure they have made the right decision in the right childcare for their child. Trial sessions usually take place over 2 weeks. This will be dependent on the child's needs.
5. If the child has attended a previous setting or is currently attending another setting, it is our policy to communicate with that setting to get information about the child's development, interests and any support which may be required.
6. If a child has a Special Educational Need or Disability it is our policy to carry out a Home Visit to fully understand the child's needs and discuss individua requirements with the family.

Other information:

We require 4 weeks notice if you choose to take your child out of the setting or if you decide to reduce your child's hours. Actual changes can take place with immediate effect, though you will be charged your normal weekly rate for the full 4 week notice period.

Charges are still made for your child's space if they are ill or absent from nursery for a family holiday or any other reason. Please speak to the nursery manager if your child will be having a prolonged absence from nursery.

Any additional bookings must be made in writing and to the nursery manager either by letter or e-mail. There must be at least 2 weeks notice for additional bookings. Please speak to the manager about emergency care if necessary.

Upon entry to the nursery every child will:

1. Be allocated a key-person/s who will be the primary point of contact for parents / guardians and the child. The key people looking after your child will play a fundamental role in ensuring that the child receives the best possible standard of care and education during his or her time at the nursery. The role of the key worker is explained fully in our KEY PERSON POLICY.
2. Have their individual needs assessed, this will be done to ascertain what additional support your child needs in nursery and how we can best meet these needs. We will also create an individual development file to record special moments of your child's time with us and help us identify their individual needs to inform our planning and activities.
3. Be allocated a coat peg, a drawer and be made welcome to their new room.

We will ask all parents/carers the following::

When your child comes for settling in sessions we will ask you to complete, sign and return the nurseries standard Registration Form. This form will need updating should any of your contact numbers or personal details change.

The form also asks for your consent / permission for a range of nursery and educational activities, record keeping and information sharing. If you feel unhappy or uncomfortable giving any of the consents on the Registration Form, or if you have any questions related to the Registration Form, you should discuss these with the Nursery Manager.

This form helps us find out more about your child and helps us identify other professionals who may be working with your child and, with your consent, develop relationships and work in partnership with them.

We ask that you pay any fees monthly in arrears, promptly by the date set on the invoice. (This is normally on the 28th of the month.) Payments can be made via the Tax Free Childcare system, by Bacs payment or in some circumstances by card or by cheque.

Sunflowers Day Nursery will also:

Keep you informed of your child's development and inform you of any staff changes within nursery. We will also provide support and information when your child changes room and help you with this transition.

We will keep you updated with your child's progress in those important initial days and work with you to make the move to nursery as easy as possible for your child. In addition each day your child is with us they will receive a daily report sheet, telling you how they have eaten, slept etc with details of nappy changes and bottle feeds for the younger children.

We will go through our fee structure with you and give you an idea of your monthly bill. We will inform you in advance of any fee increases.

To ensure Sunflowers Day Nursery is widely known in our local community, we will:

1. Encourage visitors to Nursery
2. Build strong links with local schools and early years providers
3. Advertise Nursery events in the locality
4. Ensure our website is updated on a regular basis.

This admissions policy was written under guidance from North Yorkshire County Council's Document entitled "A guide to policies in Early Years Settings", and should be read in accordance with Sunflowers other policy and procedure documents – particularly our SEN Policy, Equal Opportunities Policy, Managing Behaviour Policy, Complaints Policy and Parents in Partnership Document.

This policy will be monitored and evaluated as per our rolling programme at staff meetings. It will be reviewed annually by the Manager in conjunction with the staff team using verbal and written comments from parents/carers and children, unless new legislation or an incident occurs which requires an immediate review of the policy